



Administrative Support I

Details

Job ID : 467

Title : Administrative Support I

Job Code : 401

Salary : \$1,667.00 (Monthly)

Grade : 4

Tenured : YES

Job Departments

- Administrative Services - Accounting, Purchasing, Printshop, Reception
- Administrative Services - Auditing Services
- Court Services - Records and Statistics
- Drug Court
- Court Services - Education
- Technology Services
- Juvenile Services
- Office Of General Counsel
- Pretrial Services
- Court Services - Mediation
- Court Services - Clerk Services
- Court Services - Court Interpreting
- Court Services
- Administrative Services - Real Property
- Administrative Services

Purpose

RESPONSIBLE FOR ADMINISTRATIVE AND CLERICAL DUTIES SUPPORTING THE DEPARTMENT STAFF AND PROGRAMS, INCLUDING THE PREPARATION, REVIEW, AND MAINTENANCE OF DEPARTMENT RECORDS AND POLICIES.

Required Qualifications

Education : High School Graduate or GED

Education Substitute : None

Experience : 1 Year of Work Experience

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- EFFECTIVE COMMUNICATION SKILLS - WRITTEN AND ORAL
- SOME TRAVEL MAY BE REQUIRED
- MICROSOFT OFFICE

Job Preferred Knowledge

- CUSTOMER SERVICE EXPERIENCE

Job Duties

- MAY ANSWER DEPARTMENT PHONE CALLS
- MAY COORDINATE SCHEDULES AND/OR TRAVEL FOR STAFF AND/OR CONFERENCES/MEETINGS
- MAY PREPARE AND MAINTAIN A VARIETY OF DEPARTMENTAL DOCUMENTS AND RECORDS, INCLUDING DATABASES
- MAY MONITOR AND ORDER DEPARTMENT SUPPLIES AND/OR EQUIPMENT
- MAY MAINTAIN DEPARTMENT INVENTORY
- MAY ASSIST WITH INDIVIDUAL DEPARTMENT DUTIES SUCH AS SPECIAL PROJECTS, GRANTS, SITE VISITS, SITE AUDITS, COMPILATION OF JURY LISTS, TRACKING OF LEGISLATIVE BILLS AND OTHER INDIVIDUAL DEPARTMENT RELATED TASKS
- MAY PERFORM DEPARTMENT PERSONNEL FUNCTIONS



Administrative Support I

Job Duties

- MAY PRODUCE AND ASSESS REPORTS TO ASSIST IN STATEWIDE MANAGEMENT
- MAY HANDLE SPECIALIZED PROGRAM ELEMENTS IN THE ABSENCE OF MANAGERS
- OTHER DUTIES AS ASSIGNED



Administrative Support II

Details

Job ID : 470

Title : Administrative Support II

Job Code : 501

Salary : \$1,784.00 (Monthly)

Grade : 5

Tenured : YES

Job Departments

- Administrative Services - Accounting, Purchasing, Printshop, Reception
- Administrative Services - Auditing Services
- Court Services - Records and Statistics
- Drug Court
- Court Services - Education
- Technology Services
- Juvenile Services
- Office Of General Counsel
- Pretrial Services
- Court Services - Mediation
- Court Services - Clerk Services
- Court Services - Court Interpreting
- Administrative Services - Real Property
- Administrative Services

Purpose

RESPONSIBLE FOR ADMINISTRATIVE AND CLERICAL DUTIES SUPPORTING THE DEPARTMENT STAFF AND PROGRAMS, INCLUDING THE PREPARATION, REVIEW, AND MAINTENANCE OF DEPARTMENT RECORDS AND POLICIES.

Required Qualifications

Education : High School Graduate or GED

Education Substitute : None

Experience : 2 Years of Related Experience

Job Required Knowledge

- 2 YEARS OF RELATED EXPERIENCE MUST BE COURT EXPERIENCE

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- EFFECTIVE COMMUNICATION SKILLS - WRITTEN AND ORAL
- SOME TRAVEL MAY BE REQUIRED

Job Preferred Knowledge

- CUSTOMER SERVICE EXPERIENCE

Job Duties

- MAY ANSWER DEPARTMENT PHONE CALLS
- MAY COORDINATE SCHEDULES AND/OR TRAVEL FOR STAFF AND/OR CONFERENCES/MEETINGS
- MAY PREPARE AND MAINTAIN A VARIETY OF DEPARTMENTAL DOCUMENTS AND RECORDS, INCLUDING DATABASES
- MAY MONITOR AND ORDER DEPARTMENT SUPPLIES AND/OR EQUIPMENT
- MAY MAINTAIN DEPARTMENT INVENTORY
- MAY ASSIST WITH INDIVIDUAL DEPARTMENT DUTIES SUCH AS SPECIAL PROJECTS, GRANTS, SITE VISITS, SITE AUDITS, COMPILATION OF JURY LISTS, TRACKING OF LEGISLATIVE BILLS AND OTHER INDIVIDUAL DEPARTMENT RELATED TASKS



Administrative Support II

Job Duties

- MAY PERFORM DEPARTMENT PERSONNEL FUNCTIONS
- MAY PRODUCE AND ASSESS REPORTS TO ASSIST IN STATEWIDE MANAGEMENT
- MAY HANDLE SPECIALIZED PROGRAM ELEMENTS IN THE ABSENCE OF MANAGERS
- OTHER DUTIES AS ASSIGNED



Administrative Support III

Details

Job ID : 469

Title : Administrative Support III

Job Code : 601

Salary : \$1,909.00 (Monthly)

Grade : 6

Tenured : YES

Job Departments

- Administrative Services - Accounting, Purchasing, Printshop, Reception
- Administrative Services - Auditing Services
- Court Services - Records and Statistics
- Drug Court
- Court Services - Education
- Technology Services
- Juvenile Services
- Office Of General Counsel
- Pretrial Services
- Court Services - Mediation
- Court Services - Clerk Services
- Court Services - Court Interpreting
- Administrative Services - Real Property
- Administrative Services

Purpose

RESPONSIBLE FOR ADMINISTRATIVE AND CLERICAL DUTIES SUPPORTING THE DEPARTMENT STAFF AND PROGRAMS, INCLUDING THE PREPARATION, REVIEW, AND MAINTENANCE OF DEPARTMENT RECORDS AND POLICIES.

Required Qualifications

Education : High School Graduate or GED

Education Substitute : None

Experience : 3 Years of Related Experience

Job Required Knowledge

- 3 YEARS OF RELATED EXPERIENCE MUST BE COURT EXPERIENCE

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- EFFECTIVE COMMUNICATION SKILLS - WRITTEN AND ORAL
- SOME TRAVEL MAY BE REQUIRED
- MICROSOFT OFFICE

Job Preferred Knowledge

- CUSTOMER SERVICE EXPERIENCE

Job Duties

- MAY ANSWER DEPARTMENT PHONE CALLS
- MAY COORDINATE SCHEDULES AND/OR TRAVEL FOR STAFF AND/OR CONFERENCES/MEETINGS
- MAY PREPARE AND MAINTAIN A VARIETY OF DEPARTMENTAL DOCUMENTS AND RECORDS, INCLUDING DATABASES
- MAY MONITOR AND ORDER DEPARTMENT SUPPLIES AND/OR EQUIPMENT
- MAY MAINTAIN DEPARTMENT INVENTORY



Administrative Support III

Job Duties

- MAY ASSIST WITH INDIVIDUAL DEPARTMENT DUTIES SUCH AS SPECIAL PROJECTS, GRANTS, SITE VISITS, SITE AUDITS, COMPILATION OF JURY LISTS, TRACKING OF LEGISLATIVE BILLS AND OTHER INDIVIDUAL DEPARTMENT RELATED TASKS
- MAY PERFORM DEPARTMENT PERSONNEL FUNCTIONS
- MAY PRODUCE AND ASSESS REPORTS TO ASSIST IN STATEWIDE MANAGEMENT
- MAY HANDLE SPECIALIZED PROGRAM ELEMENTS IN THE ABSENCE OF MANAGERS
- OTHER DUTIES AS ASSIGNED



Mediation Specialist

Details

Job ID : 516

Title : Mediation Specialist

Job Code : 846

Salary : \$2,185.00 (Monthly)

Grade : 8

Tenured : YES

Job Departments

- Court Services - Mediation

Purpose

Responsible for overseeing and managing mediation requests from sitting judges, and mediation blitzs.

Required Qualifications

Education : 4 Year College Degree

Education Substitute : Experience for Degree @ 1:1

Experience : 3 Years of Work Experience

Job Skills/Abilities

- Excellent communication skills and customer service skills
- Computer and data entry proficiency
- Attention to detail

Job Preferred Knowledge

- Communication skills both written and oral
- Customer service skills
- Computer proficiency
- Data entry experience

Job Duties

- Coordinate requests from sitting judges for assistance of Senior Status Judge-Mediators, and volunteers
- Track projects and generate reports regarding status of existing projects
- Generate and process customer service feedback documents
- Assist with general administrative tasks of the mediation division
- Other duties as assigned



Mediator

Details

Job ID : 379

Title : Mediator

Job Code : 816

Salary : \$2,185.00 (Monthly)

Grade : 8

Tenured : YES

Job Departments

- Court Services - Mediation

Purpose

RESPONSIBLE FOR MEDIATING ALL CASES REFERRED BY THE DISTRICT COURT JUDGES

Required Qualifications

Education : 4 Year College Degree in Related Field

Education Substitute : None

Experience : 1 Year of Related Experience

Job Required Knowledge

- MUST HAVE 40 HOURS OF MEDIATION TRAINING
- 1 YEAR RELATED EXPERIENCE MUST BE IN MEDIATION

Job Skills/Abilities

- MICROSOFT OFFICE
- GOOD COMMUNICATION SKILLS

Job Duties

- MEDIATE SMALL CLAIMS CASES, CIVIL CASES UNDER \$4,000, AND PROBATE CASES
- SUBMIT REPORTING AS REQUIRED
- SOME IN-STATE TRAVEL
- OTHER DUTIES AS ASSIGNED